

Excel: 3 Steps to Organizing Student Data

Step 1: Prepare your file to sort

If there are symbols in specific cells they might not sort properly. To quickly change all the symbols to something that will sort use the Edit/Replace function.

Edit/Replace

Use this task to change a character or characters in an entire column or spreadsheet.

1. Highlight the column you would like to make the change in.
2. Go to Edit on the tool bar, then Replace. A box will pop up.
3. In the "Find What" box, enter what you would like to replace Example: 555-6666
4. If you would like to remove the hyphen (-), put a – in the "Find What" box
5. In the "Replace" box, enter what you would like to replace it with. If you don't want to replace it with anything and just remove it, leave the "Replace" box empty Otherwise, replace it with the character of your choice! Example: To replace it with a space, hit the space bar in the "Replace" box. This will leave: 555 6666
6. Click "Replace All".
7. A box will pop up telling you how many replacements it made. Click OK.

Find

Excel will search a spreadsheet for specific criteria.

1. Click Edit on the toolbar, then 'Find'.
2. Type what you want to look for in the 'Find what' box and click 'OK'. Example: You can search a school list for a specific student by typing in the name.

Step 2: Sorting

Sorting data is a great way to organize it. Always sort from cell A1.

If a data range is highlighted when you sort, excel will sort the highlighted area separately and keep the rest of the data in the same place. One way to organize student data is to sort by score or test grade. You can also sort by multiple catagores. For example, you can sort by period or class, then by sore. This will organize your students into separate classes, then sort by the grade they received on the test from lowest to highest or highest to lowest.

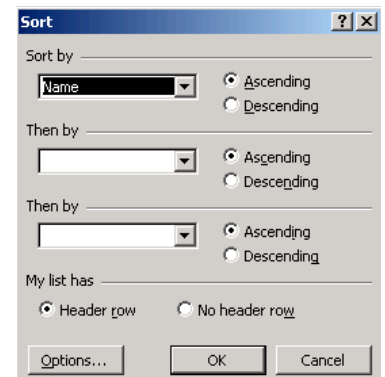
To sort data by Ascending or Descending Order:

1. Click in cell A1.
2. Go to Data on the toolbar and click 'Sort'
3. Click the drop down box in the 'Sort by' box and choose what column you want to sort your data by.
4. Choose ascending or descending order, then click OK.

Sorting by multiple categories

1. Follow steps 1-5 above.
2. Click in the 'Then by' box and choose the next category/column you would like to sort by.
3. You can sort by up to 3 categories at a time.

Note: When sorting by multiple categories, excel will sort in the order they were entered.



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Step 3: Color-Code Data

Color-coding data can make your spreadsheet much easier to quickly analyze at a glance. For example, you could change all of your low grades to red, etc. You can also add a highlight or fill color to cells to make information stand out.

Changing the Font Color

1. Choose Format > Cells from the menu. The Format Cells box opens.
2. Choose the Font tab.
3. Click to open the drop-down menu associated with the color field.
4. Click the color of your choice, and then click OK.

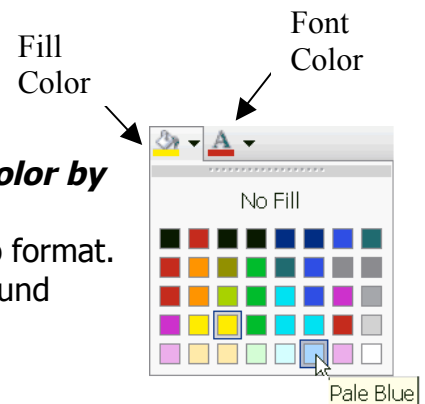
Adding Background/Fill Color

You can add background color to a cell or group of cells:

1. Choose Format > Cells from the menu.
2. Choose the Patterns tab.
3. Choose your color, and then click OK.

Alternate Method: Changing the Font or Background Color by using the shortcuts

1. Click in the cell or group of cells (highlight) you want to format.
2. Click the down arrow next to the Font Color or Background color icon, and then Click on your color choice.



Selecting cells that are not connected or touching

There are times when you are working with data that you will want to select several cells at once from different parts of the spreadsheet. You can format all cells that are highlighted/selected. To do this:

1. Click in the first cell you want to select.
2. Hold the control key (PC) or apple key (Mac) and click in the next cell to select it as well.
3. Continue holding the control key (PC) or apple key (Mac) down while you click in each cell to select it. If you click in a cell without holding the control or apple key it will unselect the other cells.
4. Once you have selected/highlighted all the areas you want to copy:
5. Let go of the control or apple key. Click the menu bar or the shortcut bar to apply formatting.

Copy/paste cells that are not connected or touching

Follow the directions above.

1. Click Edit on the menu bar, then copy.
2. Click in the worksheet you would like to paste into.
3. Click Edit on the menu bar, then paste.

Note: The information you select must be consistent with the first cell/s you select. For example: if you select an individual cell from column A first, then you can only select other cells from column A to copy/paste. Or, if you select a group of cells from columns A and B then the rest of your cells must also be groups from columns A and B from further down the spreadsheet/rows.